SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

SUPERVISION OF PUPILS POLICY

Policy owner:	Senior Deputy Head
Approved by:	Executive Head
Date of last review:	September 2026
Next review:	September 2027

Aims

Shrewsbury House School recognises the importance of ensuring that there are robust arrangements for supervision in place throughout the school day, as well as for all co-curricular activities. This policy should be read in conjunction with the School's Trips and Visits policy and any risk assessments relating to activities either on or off site.

Arrival at School

- Boys do not arrive on site before 08.00 (with the exception of Breakfast Club attendees, who arrive at 07:30 and are signed in and supervised separately, or pupils having music lessons who are signed in individually by the music teacher).
- Upon arrival, boys in Years 3-8, go to their tutor rooms to plan for the day ahead under the supervision of their tutor.
- Younger years pupils (Reception-Y2) enter their classrooms immediately accompanied by their teachers.

Registration

- A register of pupils is taken at the start of the morning and the afternoon sessions.
- The office will follow up upon registration closing.
- Detailed procedures for morning, afternoon and co-curricular activity registration are outlined in the Staff Reference Book.
- Third party co-curricular club leaders receive instructions on registration and school emergency procedures, (including safeguarding information, how to contact the DSL/DDSLs, fire evacuation, medical and first aid arrangements). Registration of clubs is completed through the online system of EVOLVE.
- All boys who arrive late, outside the main School times, or depart early, or depart for an appointment, but then return to school, are instructed to report to/advise the School Office.
- Robust arrangements ensure the accurate recording and reporting to the School Office of all pupils who leave the site to attend training at the School's Sports Ground in Chessington

(SHSG).

- Pupils on site but attending music lessons are detailed on the Music Timetable which is accessible to all Teaching and Administration Staff.
- Pupils who are at school but not fit for whatever reason to participate in their games sessions are recorded on the 'Off-games' Register and supervised during their games sessions by members of the academic staff.

Absentees

A list of absentees is published on the database diary which all Teaching and Administration Staff can access. If a boy is absent from a lesson when he is shown as being present in school and cannot be accounted for through one of the above records, the Teacher will telephone the School Office immediately, who will commence a search for the boy. The Executive Head or most senior member of the Senior Leadership Team is informed immediately and the missing child procedure initiated.

Supervision Duties of Pupils

A list of duties is published at the beginning of term, sent by email to all Teaching Staff and published by the Senior Deputy Head and School Office and around school.

The following guidance is provided to staff in the Staff reference book in relation to their supervision duties:

Staff must recognise how serious a matter it is if they fail to attend a supervision duty, if they are late for a supervision duty or if they do not fulfil their supervision duties properly. Each member of staff must also recognise that if they are unable to attend a supervision duty, they must ensure they either get a colleague to cover for them or, if this is not possible, ensure the teacher in charge of cover is informed. This also applies to absences for lessons and clubs.

Staff members are expected to:

- Always arrive punctually for their supervision duty.
- Collect the Walkie-talkies from the School Office (if applicable).
- Staff should be on the move. Patrol the play areas and keep an eye on the out of bounds areas.
- Staff must be attentive, watching the boys' play. Under no circumstances should supervising staff members use mobile phones.
- Encourage positive play. Put a stop to silliness, roughness, thoughtless play. (It is not possible to prevent all accidents - it is not possible to observe all areas all the time, but one can see situations which may lead to an accident building up). No play fighting or grappling.
- If a boy either fails to follow instructions or causes potential danger to others he must be stood out for a period of reflection.
- For some duties, a senior boy will have been assigned to assist the member of staff. He should actively support the member of staff on the supervision duty.
- Staff on first supervision duty should not leave the duty before the replacement has arrived.
- Before undertaking a duty, a member of staff must ensure they have read up on the specific guidelines for that duty.
- In the Younger Years if a child requires the toilet they must ask permission. There are two members of staff on supervision duty when EYFS children are in the playground.

Current Supervision Duties

- Collection duty
- Bus Supervision duty
- Pedestrian Gate duty
- Back of Sports Hall/Music corridor/ Shed Supervision duty
- All Weather Surface and surrounding areas duty
- Lunch line duty
- Lunch Hall duty
- Triangle Playground duty
- Adventure Playground duty
- Quiet play Area duty
- Overall walking supervision duty
- 16:00-16:15 Club Supervision duty
- Sports Hall duty (Year 8).
- Shrewsbury House Sports Ground (SHSG)
- Younger Years Playground

First Aid

All playground and break-time duties will have rapid access to first aid resources. Whenever EYFS (Reception) pupils are at play or in wraparound care, at least one staff member with a current Paediatric First Aid (PFA) qualification will be on-site and readily available.

Wet Breaks

In the event of indoor play due to inclement weather, pupils will be supervised in their designated indoor areas, with staff duties redistributed according to the Wet Play Rota.

Shrewsbury House Sports Ground (SHSG)

Staff members (most regularly Sports Staff and occasionally supported by bus drivers) use the SHSG on a weekly basis for sporting fixtures and games lessons. These staff will register boys onto school buses and prior to departing school; the office will be informed of those pupils who are offsite.

Upon arrival at SHSG these staff members are responsible for the supervision of the boys at all times. Boys are made aware of the out of bound areas (past the designated cricket nets or sports pitches) and they must remain in sight of the staff members on the playing pitches themselves. Staff members are to supervise the changing rooms at the start and end of an event as they would do so when at School. Boys are not to enter the main building of the Pavilion without permission of a member of staff. Once a fixture/games afternoon commences, a boy may return to use the toilet facility within the changing rooms but only with the staff members permission.

When operating a ‘match tea’ post a fixture, staff members will supervise boys outside the pavilion unless inclement conditions. If this is ever the case, staff members will supervise boys within the main pavilion which can be made accessible for parents and visiting staff.

When required, access to Chessington CC (adjacent to the SHSG) will be open for use of pitches and

retrieval of balls, although staff members are to accompany boys at all times. At the end of an event, staff members will de-register boys to parents or onto buses to be returned to SHS for collection.

Changing Rooms

Boys are actively supervised in the changing rooms by Sports or duty staff, following the key principles detailed below. The aim for staff is to ensure that all boys are safe, that appropriate behaviour is taking place and boys are supported to change as efficiently and independently as possible. With younger boys, support may be needed with top buttons, ties and shoe laces. Staff should remain in position until the last boys have exited the changing rooms. Staff should encourage boys to leave the changing rooms in a clean and tidy state. There are 2 members of staff allocated to swimming lessons. At the beginning of each year, staff explain expectations to all pupils. Boys are reminded of the importance of privacy and are expected to change in a calm, quiet, and sensible manner while taking responsibility for their changing areas and possessions. A member of staff will knock or 'call out' to the pupils before entering and will manage behaviour accordingly.

Supervision during Educational Visits

The arrangements for the supervision of pupils during educational visits and trips away from the School premises are detailed on the individual risk assessment for each visit.

Leaving School

- No boy is allowed to leave the school premises early without the school receiving notification first nor without a named adult.
- If a child is required to visit the dentist/doctor, another appointment, another school etc. an email should be sent to the School beforehand requesting absence and the time involved.
- When a pupil returns, the adult responsible for the child should report to the School Office who will amend the register.

Supervision at the end of the day

- There is supervision for boys taking part in after school activities.
- Supervision for Younger Year's pupils is also offered up until 16:00pm for boys waiting for older siblings to finish their normal day. A daily register is taken and these boys are supervised along with the boys waiting to take part in an after-school club.
- If someone other than the normal parent/carer is collecting a boy from school at the end of the day a written note must be sent in their Link book or by email. If the boy is attending an after-school club, the class teacher is responsible for passing this information on to the supervising adult. If the information arrives at school via the office, a note will also be placed in the after-school club register.
- If for some reason the parent finds they are unable to collect their son at the end of the day and they have not written in, the School Office should be telephoned and be informed of the new arrangement.
- The class teacher/tutor will then be notified and the boy will join the after-school supervision if necessary. Their name will be added to the register.
- All boys will leave school via the main doors in the Foyer or via the school buses, unless

collected directly from a sports fixture.

- Parents do not enter the school building to pick up children.

Wraparound Care

- Wraparound care is offered from 07:30-08:00 each morning and from 15:15-18:00 each afternoon (16.00-18.00 for Prep boys).
- Parents reserve the places for their son with staffing arranged accordingly in line with regulatory requirements.

Anti-Bullying

Staff members are reminded through staff meetings to regularly re-acquaint themselves with the School Anti-Bullying Policy and to be mindful of the key role they play in the effectiveness of this policy through their good supervision at key times of particular areas of the school. All staff are encouraged to use the SHS Way when promoting positive expectations.

Pupil Welfare

Through the weekly pastoral list, staff members are informed of any pupils who need closer supervision, e.g. due to emotional needs or due to a specific injury. All staff are aware of the needs of individuals and trained in how to support them.

Safeguarding & Child Protection

Through training, ongoing communications and staff meetings, staff members, including after school-club leaders, are reminded frequently of the key role they play in supporting the School's Safeguarding and Child Protection Policy, through close supervision, keen observation, strong listening skills and a willingness to raise any concerns they observe or hear with the School's Designated Safeguarding Lead, Mr Tom Eaves, or in his absence, one of the Deputy Designated Safeguarding Leads.